



Animal Care Services
4710 State Highway 151, San Antonio, TX 78227
210.207.4PETS Fax 210.207-6647
www.sanantonio.gov/animalcare
www.saacs.net



Community Service Protocols:

All community service workers must be pre-approved by the Volunteer Services Supervisor, Assistant Director, or Director.

Animal Care Services allows court-appointed volunteers who are 16 years of age or older. Special cases can be approved by the Director or Assistant Director.

The following offenses will not be allowed to perform community service at Animal Care Services:

- Any crime relating to theft, burglary, fraud or breaking and entering.
- Any drug related crime.
- Arson
- Any violent crime including but not limited to:
 - Animal Cruelty
 - Assault and battery
 - Household assault
 - Injury to a child

All community service workers will be given scheduled times to do their service hours. If you can not make the scheduled time, it is your responsibility to call and inform the Volunteer Services Supervisor. If you arrive to the facility without first scheduling with the Volunteer Services Supervisor, you will not be able to complete your hours at that time.

The community service worker must notify the Volunteer Services Supervisor or designated volunteer liason if they intend to take a lunch. This time will not be counted toward their service hours.

Animal Care Services has a strict no call/no show policy. If you do not call and you are a no-show for your scheduled hours, you will no longer be allowed to finish your community service hours at Animal Care Services.

It is at the sole-discretion of the Volunteer Services Supervisor, Assistant Director, and/or Director to terminate your community service at any time.

You will be expected to work during your scheduled hours here at Animal Care Services. If you finish a task that is assigned to you, it is your responsibility to locate the Volunteer Services Supervisor or designated Volunteer Liaison to be assigned a new task. If you are found not working, you may be asked to leave Animal Care Services and finish your community service hours elsewhere.

Smoking is not permitted in view of public. If you must smoke you will be allowed one 5 minute break/ 4 hours of service. You may smoke behind and to the side of Building 3 only.

There is a zero-tolerance policy regarding drugs and/or alcohol. If you arrive at Animal Care Services to do your community service hours under the influence of drugs and/or alcohol, you will be terminated from the program.

We ask that you wear nice jeans/slacks or long shorts and a decent shirt, no obscene or vulgar apparel will be allowed. Close-toed shoes must be worn.

San Antonio Animal Care Services
Community Service Volunteer Agreement:

I, _____, hereby agree to serve as a Court-appointed volunteer for the City of San Antonio Animal Care Services (ACS), a city funded agency located at 4710 Hwy 151, San Antonio, TX 78227, under the following terms and conditions:

- 1) I have read and I understand the Community Service protocols put forth by ACS.
- 2) I will perform my volunteer duties with honesty, self-discipline and professionalism.
- 3) I will donate my services to ACS without contemplation of compensation or future employment.
- 4) I will adhere to sign-in and scheduling procedures set forth by ACS, and agree to notify the Volunteer Services Supervisor when I am unable to work as scheduled. I will notify the Volunteer Services Supervisor if I choose to discontinue performing my service hours at ACS.
- 5) I have current medical insurance coverage and agree to be responsible for any medical care that I must seek as a result of my volunteer services at ACS.
- 6) In the event ACS is not able to reach my Emergency Contact, I authorize ACS to seek emergency medical treatment for me in case of an accident, injury or illness.
- 7) I agree to report all injuries immediately to the Volunteer Services Supervisor or any staff member.
- 8) I understand that ACS, without notice or hearing, may terminate my community service/volunteer position at any time, for any reason, with or without cause.
- 9) I understand if I show up to volunteer under the influence of drugs and/or alcohol, I will be terminated from the community service program.

IN WITNESS WHEREOF, and intending to be legally bound, I have executed this Agreement on the date and year set forth below.

Community Service Volunteer

Date

Parent/Guardian if under 18

Date

Volunteer Services Supervisor

Date